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OFFICE OF THE TOWN MANAGER

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TO: SELECTBOARD  
FROM: NEIL FULTON  
SUBJECT: NOVEMBER 2015 MONTHLY REPORT  
DATE: DECEMBER 4, 2015

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This is the Town Manager's Report for November 2015. Department specific monthly reports are attached.

**General**

- We received verbal notice that we will be receiving a grant to install a 2 vehicle EV charging station at Dan & Whit's.

**Projects**

- Norwich Pool
  - The Selectboard decided not to appeal the ANR denial of the request for a Stream Alteration Permit to replace the dam and create an impoundment for swimming.
  - The following shows the expenditures through November 30, 2015 for the design and permitting effort. We will be seeking reimbursement for a portion of the DuBois & King and the Aquatec costs.

	<b>Payments</b>
DuBois & King	64,795.39
Aquatec	18,737.00
Nate Stearns	3,314.53
<b>Total</b>	<b>86,846.92</b>

- We are in the process of developing a list of possible alternate projects for review by the Selectboard in January. My recommendation is that consideration be first given to removing the remainder of the dam and restoration of the site. I will have an engineering proposal for removing the remainder of the dam and restoration of the site for review by the Selectboard at the January meeting.
- Safe Routes to School
  - The ROW plans have been recorded and design plans updated.
  - The next step is to obtain the necessary easements from abutters of the project.
- Facilities
  - Requests for clarification of proposals were requested from four of the six firms that submitted proposals. The responses should be available for review by the Selectboard in January.

- Discussions continued with two design-build firms to obtain budget estimates for improvements to the Public Works facilities based on the RFI. The responses should be available for review by the Selectboard in January.

#### **Assessor**

- The last outstanding appeal of the 2015 Grand List was withdrawn by the appellant. There are no further appeals against the 2015 Grand List.

#### **Finance Department**

- Delinquent taxes at the end of November were \$108,184. This compares to \$77,724 at the same time last year and \$168,537 in 2013.
- Work continued on the FY17 budget.

#### **Fire Department and Emergency Management**

- A new oil-fired boiler was installed to heat the Fire Station to replace the failed boiler.
- The Fire Department responded to seven emergencies during the Thanksgiving Holiday (November 25<sup>th</sup> to 28<sup>th</sup>). Three of these were on Thanksgiving Day.
- A check was received from the Vermont League of Cities and Towns for \$663.50 for partial reimbursement for repairing lightning damage to the tower generator.

#### **Planning and Zoning**

- Reviewed CPG application for proposed Solar Net Metering System at 673 Union Village Road for compliance with Town Plan. Letter of support will be submitted to PSB. We have also received an application for a Solar Net Metering System at 49 Tigertown Road.
- The Planning Commission continued to work on an implementation plan for Route 5 South/River Road Planning Study, focused on compliance with state "anti-sprawl" guidelines and Act 250 criteria, to be part of the Zoning Regulations update.

#### **Police Department**

- Five of the 121 calls for service were outside of the officer's normal work schedule.
- The Norwich Police Department led an investigation assisted by the Department of Homeland Security and the Drug Enforcement Agency with the seizure of approximately 104 grams of MDMA (Ecstasy).
- There is no overnight parking allowed on the streets of Norwich during the winter months.

#### **Public Works Department**

- We will be advertising for bids to repair Bridge 42 during December. The work will be scheduled for the summer of 2016
- Interstate Refrigerant Recovery removed Freon from 33 items and Clean Harbors picked up 1,950 lbs. of paint for recycling.

- The following table shows the completed and proposed FY16 paving. There is currently \$141,515 in the Paving Reserve Fund.

<b>FY16 Paving Projects - Completed</b>	
Route 132	\$200,064
Main Street	\$40,173
Douglas Road	\$33,307
McKenna Street	\$34,064
Uper Loveland Road	\$7,713
Old Bridge Road	\$13,344
Koch Road	\$1,889
Total	\$330,554
<b>FY16 Paving Projects - Proposed</b>	
Academy Road	\$22,474
Hogback Road	\$27,811
Farrrell Farm Road: \$37,643.28	\$37,643
Jones Circle: \$13,905.54	\$13,906
Moore Lane: \$12,615.21	\$12,615
Turnpike Road Main Street to Moore Lane	\$63,721
Total	\$178,170

**Recreation**

- There are 75 children signed up for 3<sup>rd</sup> through 6<sup>th</sup> grade basketball with ten volunteers coaching.
- There are approximately 100 youth basketball games scheduled.
- There are 18 participants in the new Teen/Tween Fitness program.
- There are 30 Fencers this fall.
- Max Porter completed his Eagle Scout project and installed a new shed to house the skating rink liner on the Green.

Town of Norwich  
Assessors' Office  
P.O. Box 376 <> Norwich, VT 05055-0376  
(802) 649 1419 x110  
assessing-clerk@norwich.vt.us

### **Monthly Report – November 2015**

- (1) The Assessor began inspections of the approximately 412 improved properties on Tax Maps 16 and 20. These property inspections are a part of the 3-year cyclical inspection process that will culminate in the 2016 Town-wide reappraisal.
- (2) The Listers met and heard two appeals of penalties for late-filed homestead declarations and rendered decisions.
- (3) The Listers also heard and approved four requests made by the Assessor for changes to Use Value Allocation caused by belated information being provided by the Department of Taxes. These changes will be presented to the Selectboard for its approval as Errors & Omissions.
- (4) The Listers approved the Lister submission for the FY15 Town Report.
- (5) The last outstanding appeal (to the Hearing Officer appointed by the State Department of Taxes) against the 2015 Grand List was withdrawn by the appellant. There are no further appeals against the 2015 Grand List.
- (6) The Assessor was purchased a new computer, which allows him to run GIS software.

Respectfully submitted,

Jonathan Bynum  
Assessing Clerk

On behalf of

William Krajeski  
Assessor  
Town of Norwich

TOWN OF NORWICH  
FINANCE OFFICE  
PO BOX 376  
NORWICH, VERMONT 05055-0376  
rrobinson@norwich.vt.us

December 1, 2015

TO: Neil Fulton, Town Manager

FROM: Roberta Robinson, Finance Director

RE: Monthly Report for November 2015

- Delinquent Tax Collections through November were \$ 3,502 making delinquent taxes due at the end of November \$ 108,184. Penalty collected was \$ 280 and interest \$ 2,036 for delinquent and current year taxes. Last year at this time delinquent taxes due were \$ 77,724 and the year before that \$ 168,537.
- Current year tax collections for 15-16 show \$ 70,617 of the first payment still outstanding at the end of November. Current year taxes paid through November were \$ 9,053.
- The first draft of the audit was received and it is currently being reviewed. General Fund- Fund Balance increased by \$ 10,840 as the result of 14-15 activities. The new pension reporting requirement is included in this audit.



# Norwich Fire Department

11 Firehouse Lane

P.O. Box 376

Norwich, VT 05055-0376

Phone: 802-649-1133

Chief: Stephen Leinoff

[sleinoff@norwich.vt.us](mailto:sleinoff@norwich.vt.us) Fax: 802-649-1775

To: Neil Fulton, Town Manager  
 From: Stephen Leinoff, Chief  
 Subject: Fire Department and Emergency Management Monthly Reports  
 Date: December 1, 2015

## **Fire and FAST Department**

A new oil-fired boiler was installed in the firehouse. The old one stopped running in the beginning of heating system and the service technician discovered numerous serious problems with it. We were fortunate to complete the installation before the weather turned to colder. We anticipate the new boiler will reduce our heating costs through a combination of greater efficiency and lower fuel costs.

Residents are installing Knox Boxes. This is in part due to the alarm ordinance. During an emergency, a building key gives fire departments immediate entry without damage. This also means doors can be re-locked after the emergency is over.

## **Incidents**

We responded to seven emergencies during the Thanksgiving Holiday (November 25<sup>th</sup> to 28<sup>th</sup>). Three of these were on Thanksgiving day.

## **Training**

FAST Squad training covered first aid ABCs (airway, breathing, and circulation) and use of AEDs. Fire training topics were swift water rescue techniques, hydrant and pump operations and officer training on situational awareness.



**Captain Jeremy Thibeault, Hanover Fire Department,** provided training on Swift Water Awareness.

<i>Call Types</i>	<i>Month</i>	<i>Year to Date</i>	<i>Prior Year to Date</i>
Structure Fires	1	9	8
Auto Fires	0	3	0
Wildland Fire	0	8	2
Other Fires	0	0	1
Medical	8	72	80
Vehicle Crashes	2	24	31
Hazardous			
Conditions no fire	3	27	16
Service Calls	1	17	19
Good Intent Calls	5	32	28
False Alarms	2	39	24
Other	0	0	0
<b>Total</b>	<b>22</b>	<b>231</b>	<b>209</b>

## ***Emergency Management***

We received a check for Vermont League of Cities and Towns for \$663.50 for the lightning damage to the tower generator.

# **TOWN OF NORWICH ZONING & PLANNING**

December 1, 2015

## **November 2015 Monthly Report – Director of Planning & Zoning**

1. Planning Commission
  - Reviewed CPG application for proposed Solar Net Metering System at 673 Union Village Road for compliance with Town Plan. Letter of support will be submitted to PSB.
  - Continued to work on an implementation plan for Route 5 South/River Road Planning Study. Focused on compliance with state “anti-sprawl” guidelines and Act 250 criteria.
2. DRB
  - November 5 site visit and hearing for proposed one lot subdivision at Hobson Road. Notice of Decision approving application issued November 18.
3. Zoning Administrator – Activities included:
  - Meetings with landowners on future development plans, permits, and hearings.
  - Site visits and office visits regarding permit applications, permit research for properties to be sold, and inspections of possible violations.
4. Other
  - Continued researching history and legal status of Illsley Road and options to change status.
    - Site visit with landowner, National Park Service representative, and two Appalachian Trail Conservancy staff members to verify location of boundaries.
  - “Advanced Transit Bus Stop Community Open House” 11-17-15 in Tracy Hall. A small number of residents shared thoughts on improving bus stops on AT Routes.

Phil Dechert





# NORWICH POLICE DEPARTMENT



CHIEF OF POLICE  
DOUGLAS A. ROBINSON

P.O. Box 311 ~ 10 Hazen Street ~ Norwich VT 05055 ~ 802-649-1460 ~ FAX 802-649-1775 ~ E-MAIL drobinso@dps.state.vt.us

Neil Fulton  
Town Manager  
Tracy Hall // 300 Main St.  
Norwich, Vermont 05055

December 2, 2015

RE: November 2015 Monthly Report

Neil;

As you requested, here are some of the monthly stats of the Police Department from the month of November 2015.

Norwich Officers responded to 121 incidents during the month of November, and of those calls five (5) were outside the officers work schedule meaning officers responded five (5) times to calls during off duty hours.

The Norwich Police Department recently went through an NCIC and VCIC audit (National Crime Information Center and Vermont Criminal Information Center). The audit examines our process of information and security of information. The audit identified some minor deficiencies which are being or have been addressed and corrected which put the police department in compliance.

The Norwich Police Department lead an investigation assisted by the Department of Homeland Security and the Drug Enforcement Agency with the seizure of approximately 104 grams of MDMA (Ecstasy). Norwich Officers obtained a search warrant for a Norwich residence and after a controlled and monitored delivery by an undercover officer of a package containing the drug the warrant was executed. The package and a small amount of marijuana were seized as well as records of previous deliveries. A 20 year old Norwich man was arrested and the investigation is ongoing.

Norwich Police would like to remind residents that the Norwich Winter Parking regulations are in effect and being enforced. There is no overnight parking allowed on the streets of Norwich during the winter months.

With snow season right around the corner, the Norwich Police Department would like to remind drivers to use extreme caution when driving in winter conditions. During the cold weather months, drivers should follow precautions that will protect them and others on the road. Also, driving during severe winter storms is discouraged and motorists are advised to wait until conditions improve.

Further tips to minimize the dangers of winter driving include:

- Follow state law and remember to wear your seat belt
- Avoid using cruise control in winter conditions
- Exercise caution on bridge decks as they are often slippery and ice can build up quickly
- Brake early to anticipate slippery conditions

## ACTIVITY

<b>CALL TYPES</b>	<b>November 2015</b>	<b>2015 YEAR TO DATE</b>	<b>PREVIOUS YEAR</b>
Burglaries	1	9	6
Vehicles Crashes	3	59	88
Intrusion Alarms	6	70	58
Frauds	2	29	32
One arrest of an individual on an outstanding arrest warrant. The warrant was issued by the courts for the individual after he failed to appear in court to answer to the charge of Assault on a Police Officer.			

- |                                 |           |
|---------------------------------|-----------|
| 1. Over Time Hours              | 16 hours  |
| 2. Sick Time Hours              | 16 hours  |
| 3. Vac/Hol/Per Time Hours       | 20 hours  |
| 4. Part Time Officer Hours      | 5 hours   |
| 5. Total #of calls responded to | 121 calls |
| 6. Training Hours               | 13 hours  |
| 7. Grant Funded Hours           | 15 hours  |

Respectfully;

**D.A.R.**

Douglas A. Robinson  
Chief of Police



**TOWN OF NORWICH**  
**DEPARTMENT OF PUBLIC WORKS**  
26 New Boston Road  
Norwich, VT 05055  
802-649-2209 Fax: 802-296-0060  
[Ahodgdon@norwich.vt.us](mailto:Ahodgdon@norwich.vt.us)

To: Neil Fulton, Town Manager  
From: Andy Hodgdon, Public Works Director  
Subject: Public Works Monthly Report  
Date: November 28, 2015

Part of this month's report will come from an excel program that provides statistics for all Public Works functions.

Grant Projects:

The VT AOT Structures Grant agreement has been submitted to VT AOT. This \$175,000 grant is for the repairs of Bridge 42. We will be going out to bid for this project during the month of December. The work will be scheduled for the summer of 2016.

Transfer Station:

- Nov. 5: Interstate Refrigerant Recovery removed Freon from 33 items.
- Nov. 19: Clean Harbors picked up 1950 lbs. of paint for recycling.

Crack Sealing:

Nicom was able to complete 80% of the crack-sealing projects from the bid before the weather turned too cold. I have scheduled the remaining 20% to be done first thing in the spring.

Personnel:

Bob Barden had surgery on Monday, October 26<sup>th</sup> and will be out for 3-6 months.

Pending Projects:

- We will soon be going out to bid for the repairs on Bridge 42.
- We will continue to prepare our trucks and equipment for winter.
- We will also be replenishing our supplies of materials for winter road and sidewalk maintenance.

# NORWICH RECREATION DEPARTMENT

Jill Kearney Niles—Director

649-1419; Ext. 109

[Recreation@norwich.vt.us](mailto:Recreation@norwich.vt.us)

## NOVEMBER 2015 Monthly Report

**Recreation Program Update:** There are now 75 children signed up for 3rd - 6<sup>th</sup> grade Basketball with ten outstanding volunteers coaching. Practices began November 2nd and games will start in December. The latter half of the month was spent confirming and tweaking the schedule for approximately 100 youth basketball games. Schedules were sent out and I am moving on to lining up officials for our 46 'Home' games. First and Second Grade Basketball coaches for a December through February season were recruited and are now confirmed. Summer Circus Camp 2016 dates and information were finalized for our December 1st on-line registration. We filled our Youth Yoga class that began this month. We also have an amazing 18 participants for the new Teen/Tween Fitness program, as well as a record 30 Fencers this fall. Details for our Winter Program offerings are being worked on.

**Facilities:** Max Porter completed his Eagle Scout project and installed a wonderful new shed to house our skating rink liner. This will simplify things for many; eliminating many challenges from past years - trying to find it an off-site home annually, transporting it, etc.. A huge thanks goes out to Max for his community-minded spirit, as well as all the hours he spent lining up funds and materials, planning and getting approval for the project, and all his labor! Huntley - Thanks goes out to our Buildings & Grounds crew who took down all the nets, removed goals and prepped everything for the winter. Organic fertilizer was spread to nourish the grass.

**Meetings & Professional Development:** I was in Montpelier on 11/5 for a Vermont Recreation & Parks Association Executive Committee meeting. Mid-month I attended the Upper Valley Recreation Association meeting and Basketball Game Scheduling meeting. Two Recreation Council members met with me to brainstorm about alternative projects for the pool FEMA funds. As you know, I also attended three Select Board meetings related to the proposed Recreation budget as well as the pool, this month.

**Events:** We are planning for the annual Carol Sing, downstairs at the Norwich Inn, following the Pageant on Dec. 17<sup>th</sup>.

**Miscellaneous:** The Recreation portion of the Town Report was submitted.

Respectfully submitted by,

Jill Kearney Niles